

Attaching and Submitting a Filing

Disclaimer

These instructions are written to assist filers in the preparation and process of filing electronically. The instructions are intended as general guidance and should not be relied on as definitive or a substitute for the EDGAR Filer Manual. <http://sec.gov/info/edgar/edmanuals.htm>

After you have created your ASCII (text) and/or html document(s), you must log-in to the **EDGAR Filing Web Site** at: <https://www.edgarfiling.sec.gov> and select the **EDGARLink Online Form Submission link**.

The screenshot shows the EDGAR website interface. The left sidebar contains a navigation menu with the following items: Home, Information Exchange (Transmit, Retrieve/Edit Data, **EDGARLink Online**, Form Submission, Fee Rate Table), Online Forms (File 13H), and Support (General Help, Frequently Asked Questions, SEC Rule Making, Fees, Unused Money, Requests, Company Search). The 'EDGARLink Online' link is highlighted with a red circle. The main content area features the title 'Electronic Data Gathering, Analysis, and Retrieval (EDGAR)' and a welcome message. A login password status message indicates the password will expire on December 4, 2012. The 'EDGAR Filer News' section, dated December 12, 2011, includes a 'Release 11.3.1' announcement about updates to EX-101 XBRL documents. A 'Need Help Getting Started?' link is also present.

EDGAR®

Home

Information Exchange

- Transmit
- Retrieve/Edit Data
- EDGARLink Online**
- Form Submission
- Fee Rate Table

Online Forms

- File 13H

Support

- General Help
- Frequently Asked Questions
- SEC Rule Making
- Fees
- Unused Money
- Requests
- Company Search

Logoff

Electronic Data Gathering, Analysis, and Retrieval (EDGAR)

Welcome to EDGAR. We designed EDGAR to provide an electronic filing and company information management environment for those EDGAR filers and filing agents who file with the SEC under the Securities Act of 1933, the Securities Exchange Act of 1934, the Public Utility Holding Company Act of 1935, the Trust Indenture Act of 1939, and the Investment Company Act of 1940 (collectively, "Acts").

Login Password Status: Your Password will expire on December 4, 2012.

EDGAR Filer News: [Updated: December 12, 2011]

- Release 11.3.1: NEW!** On December 12, 2011, EDGAR was updated as follows:
 - Filings containing the EX-101 XBRL documents will undergo the following additional validations:
 - EX-101.INS documents will require four digit xs:gYear values.
 - For EX-101.SCH documents, the xsd:complexType, or xsd:simpleType name attribute in UTF-8 must be less than 200 bytes of UTF-8 text. The content for targetnamespace, roleURI or arcroleURI attribute in UTF-8 must not exceed 255 bytes in length. For EX-101.INS documents, the local name part of the content for xbrl:measure:element must be less than 200 bytes of text.
 - EX-101.INS will allow distinct values for all outstanding common share classes instead of requiring a single value for dei:EntityCommonStockSharesOutstanding of annual financial statements.

Need Help Getting Started?
Click [here](#) if you need help navigating this website.

Select the desired submission types from the “Submission Types” list, and then click the “Go to Form” button.

EDGARLink Online Submission Type Selection

The list on the right includes all of the EDGARLink submission types that can be filed online. Select the desired submission type, then click the "Go to Form" button, or you can select the desired submission type from the tables below.

The online submission types are grouped into templates with similar header requirements. See the [index to Forms in the EDGAR Filer Manual \(Vol II\)](#) for more information.

Submission Types

- 10-QT
- 10-QT/A
- 11-K
- 11-K/A
- 11-KT
- 11-KT/A
- 13F-HR
- 13F-HR/A

[Go to Form](#)

Submissions Pursuant to the Dodd-Frank Act

Asset-backed Securities Report Pursuant to Section 15G					
ABS-15G	ABS-15G/A				

Employment Transition Report Pursuant to Section 932(h)(5)					
ETR					

Submission Template 1

Various Securities Act, Investment Company, and Other Miscellaneous

Main Page:

On the “**Main page**” fill in all required (CIK, CCC, Submission Type and Period) and any optional fields you want. The required fields are usually marked with an **asterisk (*)**.

File Edit View Favorites Tools Help

★ Favorites EHR Electronic Official Pers... EHR Electronic Official Pers...

Insider Home Page EDGAR - EDGARLink Onlin... X

Page Safety Tools ?

U.S. SECURITIES AND EXCHANGE COMMISSION
Electronic Data Gathering, Analysis, and Retrieval
EDGARLink Online

Main Documents Notifications Module/Segment

SAVE PRINT SUBMIT RESTORE HELP EXIT

Form 13F-HR

Is this a LIVE or TEST Filing? **LIVE TEST**
☒ ☐

Would you like a Return Copy? YES ☐

Is this an electronic copy of an official filing submitted in paper format? ☐

Submission Contact

Name Phone

Period *

SROs *

<input checked="" type="checkbox"/> NONE	<input type="checkbox"/> AMEX	<input type="checkbox"/> ARCA	<input type="checkbox"/> BSE
<input type="checkbox"/> CBOE	<input type="checkbox"/> CHX	<input type="checkbox"/> FINRA	<input type="checkbox"/> ISE
<input type="checkbox"/> NASD	<input type="checkbox"/> NSX	<input type="checkbox"/> NYSE	<input type="checkbox"/> PCX
<input type="checkbox"/> PHI X			

Filer Information

*indicates required field

Filer CIK * Filer CCC *

Document Page:

ADD YOUR DOCUMENT by clicking on the “**Documents Tab**” on the Main Page. You will go to the Documents screen where you can add the document(s) (click on the “**Add Document** button”; then click the “Choose Attachments,” browse for your file; highlight it, select Open.) Once the name of your file is filled in the “File Name field,” you must add the type (10-Q, 10-k, SC 13G e.g...) in the “**Type field**”.

****If you have any cover letters, correspondence or exhibits repeat the instructions above to attach additional documents to the template.*

The Document screen will also allow you to *delete* and *view* each document by using the buttons on the top.

The screenshot shows the EDGARLink Online interface. The top navigation bar includes 'Main', 'Documents', 'Notifications', and 'Module/Segment'. The 'Documents' tab is selected. The main content area is titled 'Attached Documents List' and features a table with columns for 'File Name*', 'Type*', 'Description', and 'Errors'. The 'Add Document' button is circled in red. The left sidebar shows 'Form 13F-HR' and 'Filer CIK'.

U.S. SECURITIES AND EXCHANGE COMMISSION
Electronic Data Gathering, Analysis, and Retrieval
EDGARLink Online

Main Documents Notifications Module/Segment

SAVE PRINT SUBMIT RESTORE HELP EXIT

Attached Documents List *indicates required field

Add Document Delete Document View Document Doc Validation Move Doc Up Move Doc Down

File Name*	Type*	Description	Errors

Document Count 0

Display 25

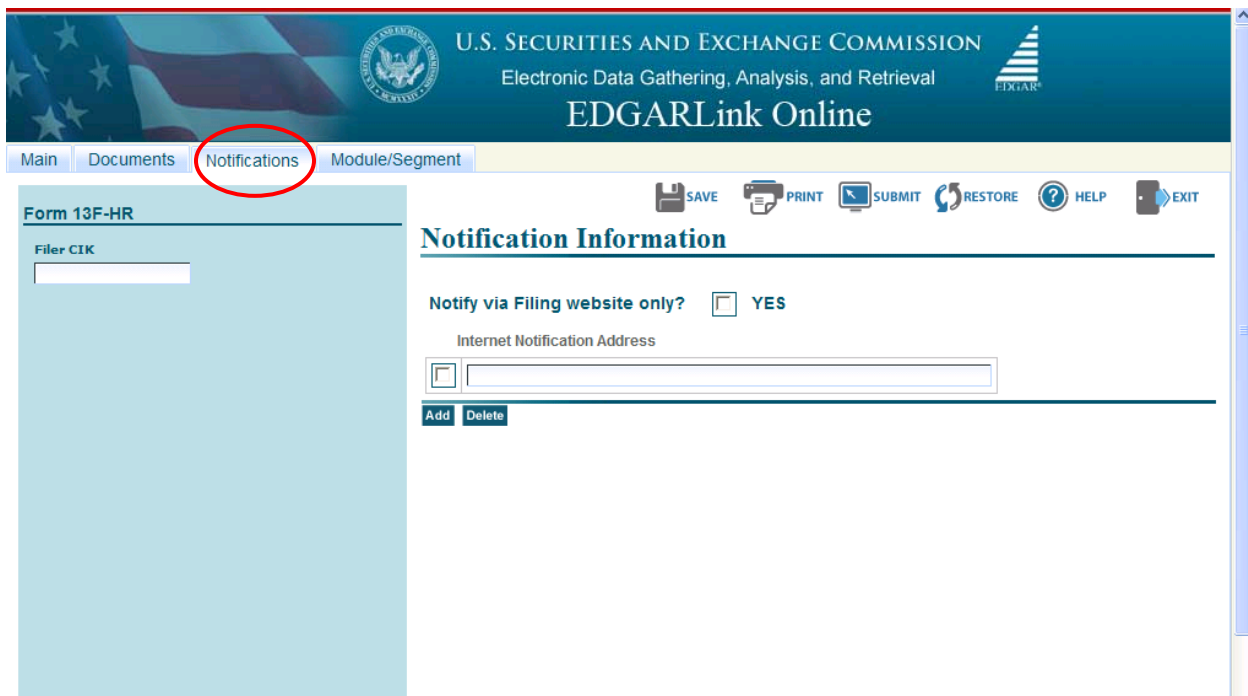
Notification Page:

You may add multiple e-mail addresses where you would like a notification message sent.

Click the **Notifications** tab to add e-mail addresses.

Enter the e-mail address of anyone else that you want to be notified of the status of your filing (e.g. submission was accepted or suspended).

After you submit the filing, EDGAR will automatically send notification messages to the e-mail addresses associated with the Login CIK, Submission Contact and Primary Issuer.



The screenshot shows the EDGARLink Online interface. At the top, the header includes the U.S. Securities and Exchange Commission logo, the text "U.S. SECURITIES AND EXCHANGE COMMISSION", "Electronic Data Gathering, Analysis, and Retrieval", and the "EDGAR" logo. Below the header is a navigation bar with tabs: "Main", "Documents", "Notifications" (which is circled in red), and "Module/Segment". To the right of the navigation bar are icons for "SAVE", "PRINT", "SUBMIT", "RESTORE", "HELP", and "EXIT". The main content area is titled "Form 13F-HR" and "Notification Information". On the left, there is a section for "Filer CIK" with a text input field. On the right, there is a section for "Notification Information" with a checkbox labeled "Notify via Filing website only?" and a "YES" button. Below this is a section for "Internet Notification Address" with a text input field and a "Add" button. At the bottom of the "Internet Notification Address" section is a "Delete" button.

Module/Segment Page:

A module or segment is information that is stored on the non-public data storage area of EDGAR. Information about creating module and segment documents is covered in Section 5.3 Preparing or Referencing Module and Segment Documents.

EDGAR treats the module/segment as your private information, and stores it on our database according to your CIK.

The screenshot displays the EDGARLink Online interface. At the top, the header includes the U.S. Securities and Exchange Commission logo, the text "U.S. SECURITIES AND EXCHANGE COMMISSION", "Electronic Data Gathering, Analysis, and Retrieval", and the "EDGAR" logo. Below the header is a navigation bar with tabs: "Main", "Documents", "Notifications", and "Module/Segment", which is circled in red. To the right of the navigation bar are icons for "SAVE", "PRINT", "SUBMIT", "RESTORE", "HELP", and "EXIT". The main content area is divided into two sections. On the left, under the heading "Form 13F-HR", there is a "Filer CIK" label and an empty text input field. On the right, under the heading "Notification Information", there is a checkbox labeled "Notify via Filing website only?" with "YES" selected. Below this is a label "Internet Notification Address" and an empty text input field. At the bottom of this section are "Add" and "Delete" buttons.

Validation:

You can validate the attachment for errors by selecting the check box corresponding to the attachment and clicking on the “**Doc Validation**” button. If errors are found after Doc validation is performed, EDGARLink Online displays the number of errors in the Errors field.

The screenshot shows the EDGARLink Online interface. The browser address bar displays <https://www.edgarfiling.sec.gov/faces/eis/ChooseForm.xhtml>. The page header includes the U.S. SECURITIES AND EXCHANGE COMMISSION logo and the text "Electronic Data Gathering, Analysis, and Retrieval" and "EDGARLink Online". The navigation bar shows "Main", "Documents", "Notifications", and "Module/Segment". The left sidebar displays "Form 13F-HR" and "Filer CIK" with a search box. The main content area is titled "Attached Documents List" and includes a toolbar with buttons: "Add Document", "Delete Document", "View Document", "Doc Validation" (circled in red), "Move Doc Up", and "Move Doc Down". Below the toolbar is a table with columns: "File Name*", "Type*", "Description", and "Errors". The table contains one row with a document icon in the "File Name" column. The "Errors" column shows the number "25". A red arrow points to the "Errors" field. At the bottom right of the table, there is a "Display" dropdown menu set to "25".

If errors are found after validation is performed, EDGARLink Online displays the numbers of errors in the “Errors” field on the Attached Documents List page. You can click the value in the Errors field of each validated document to view the validation errors, if any.

Submit:

Submitting your Filing






To submit your filing click the “**Submit**” button to transmit your submission to EDGAR for processing.


EDGAR will automatically validate your submission information. If there are errors, EDGAR will provide the list of error messages for this validation. These error messages will be shown in red and display a “red **x**” icon next to the field names to indicate which fields contain invalid information. You must correct the errors on each page.

The screenshot shows the EDGARLink Online interface for Form 13F-HR. The browser window has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for home, print, and other functions. The address bar shows the URL "EDGAR - EDGARLink Online...". The main header features the U.S. Securities and Exchange Commission logo and the text "U.S. SECURITIES AND EXCHANGE COMMISSION Electronic Data Gathering, Analysis, and Retrieval EDGARLink Online". Below the header is a navigation bar with tabs for "Main", "Documents", "Notifications", and "Module/Segment". The "Main" tab is selected, displaying the "Form 13F-HR" page. On the left, there is a "Filer CIK" field. On the right, there is a "Notification Information" section with a checkbox for "Notify via Filing website only?" (checked) and a text field for "Internet Notification Address". At the bottom of the notification section are "Add" and "Delete" buttons. A toolbar at the top of the form area includes icons for "SAVE", "PRINT", "SUBMIT" (circled in red), "RESTORE", "HELP", and "EXIT".

EDGARLink Online Tool Bar

The tool bar located in the upper block of the screen helps you perform basic functions like save, restore, print, submit, exit and view EDGARLink Online help. The following list displays the buttons and explains what function the button performs:

Icon	Tool Bar Functions Explanation
	The [SAVE] button saves the current submission to your local drive. This will enable you to save a partially completed submission on your computer. If you click this button, your submission fields and attached documents are saved into one file. EDGARLink Online will add an .eis extension to the file name. You can retrieve this file using the [RESTORE] button.
	The [PRINT] button prints all the submission tabs, with and without information entered: <ul style="list-style-type: none">• The visible text contained in the fields will print.• Submission documents will not be printed. For more information on printing submission documents; see Section 7.3.4.11, Printing Documents.
	The [SUBMIT] button transmits your submission to EDGAR for processing. When you click the [SUBMIT] button, EDGAR will automatically validate your submission information. If there are errors, EDGAR will provide the list of error messages for this validation. These error messages will be shown in red and display a “red x” icon next to the field names to indicate which fields contain invalid information. You must correct the errors on each page.
	The [RESTORE] button allows you to retrieve a previously saved submission. When you click the [RESTORE] button it opens the Restore File window that lets you locate your previously saved submission.
	The [HELP] button opens a window displaying the EDGAR Filer Manual (Volumes I and II)

	<p>The [EXIT] button exits the current submission and opens the EDGARLink Online Submission Type Selection page. Any data entered will be discarded.</p>

Note: The [Help] button activates the help functions. If you need help as you are completing your submission, you can access the help files to assist you in the process.

Note: Please use the EDGAR Filer Manual (Vol. II) <http://www.sec.gov/info/edgar/edgarfm-vol2-v22.pdf> as your reference and see section “7. PREPARING AND TRANSMITTING EDGARLINK ONLINE SUBMISSIONS” for a complete overview.